

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050015-6



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SECRET

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REPORTS INVENTORY					CONTROL NO. DD/S&T/OEL/SC&PB-1							
PREPARE IN DUPLICATE												
1. TITLE OF REPORT (If a fill-in report include Form No.) PROCUREMENT ACTIVITY REPORT					2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;"><input checked="" type="checkbox"/> STATISTICAL</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> NARRATIVE</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> MACHINE-NAME LISTING</td> </tr> </table>		<input checked="" type="checkbox"/> STATISTICAL	<input type="checkbox"/> NARRATIVE	<input type="checkbox"/> MACHINE-NAME LISTING			
<input checked="" type="checkbox"/> STATISTICAL												
<input type="checkbox"/> NARRATIVE												
<input type="checkbox"/> MACHINE-NAME LISTING												
3. FUNCTIONAL AREA		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;"><input checked="" type="checkbox"/> PERSONNEL</td> <td style="width:50%; text-align: center;"><input type="checkbox"/> TRAINING</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> LOGISTICS</td> <td style="text-align: center;"><input type="checkbox"/> SECURITY</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/> MEDICAL</td> <td style="text-align: center;"><input type="checkbox"/> FINANCE</td> </tr> </table>		<input checked="" type="checkbox"/> PERSONNEL	<input type="checkbox"/> TRAINING	<input type="checkbox"/> LOGISTICS	<input type="checkbox"/> SECURITY	<input type="checkbox"/> MEDICAL	<input type="checkbox"/> FINANCE	ADMIN. GENERAL OTHER (specify)		
<input checked="" type="checkbox"/> PERSONNEL	<input type="checkbox"/> TRAINING											
<input type="checkbox"/> LOGISTICS	<input type="checkbox"/> SECURITY											
<input type="checkbox"/> MEDICAL	<input type="checkbox"/> FINANCE											
4. NO. OF COPIES PREPARED Four (4)		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) Three (3)								
7. FORMAT (memorandum, form computer print-out, etc) Form 2396		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align: center;"><input type="checkbox"/> YES</td> <td style="width:50%; text-align: center;">IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>		<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT OL Procurement Note No. 10 and No. 14				
<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.											
<input checked="" type="checkbox"/> NO												
10. PREPARING COMPONENT (include lowest level contributing information to report) SC&PB/OEL/DDS&T				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)								
12. COST FACTORS												
A. MANUAL PREPARATION AND REVIEW COSTS												
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>						
						TIMES PREPARED = COST PER YEAR						
GS-7	\$4.15		1		\$4.15	12 \$49.80						
B. COSTS OF COMPUTER PRODUCED REPORTS												
TOTAL COSTS PER YEAR						\$49.80						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. <p>The requirement to prepare a monthly Procurement Activity Report was established by the Office of Logistics per directives listed in Item 9.</p> <p>This report shows the number of funded and unfunded procurement actions for the individual DD/S&T components for which the OEL Contracting Team is responsible.</p> <p>This report has been prepared by this office since its inception in March 1968.</p>												
14. FUTURE GOALS												
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS							
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					MAN-HOURS	DOLLARS						
25X1					25X1							
16. DATE OF INVENTORY 8 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Secretary				18. EXTENSION						